

**PARKS AND RECREATION COMMISSION  
ADVANCE AGENDA  
MEETING TO BE HELD THURSDAY, JANUARY 23, 2020  
ROSENWALD COMMUNITY CENTER - FIRST FLOOR CONFERENCE ROOM**

WELCOME - CALL TO ORDER

MINUTES OF THE MEETING OF NOVEMBER 21, 2019

DEPARTMENTAL REPORT

MEMBERS – QUESTIONS/COMMENTS

VISITORS – QUESTIONS/COMMENTS

**PRESENT:**

Sam Hostetter, Council Representative  
Robert Kuykendall, Chair  
Vicky Ferreira, Co-Chair  
Elizabeth McInnis  
Donna Ownby  
Calvin Williams

**VISITORS:**

None

**PARKS & RECREATION DEPARTMENT STAFF:**

Dwayne Jones, Sherrie English

Mr. Kuykendall opened the meeting at 6:00 PM and asked the members if they were able to review meeting minutes from 10/24/19. He then requested a motion to approve the minutes. Ms. Ownby proposed a motion to accept the minutes as written. Second motion was made by Ms. McInnis. All were in favor – none opposed.

Mr. Jones proceeded to review Parks & Recreation recent activities, upcoming events, and project updates:

- **Ridgeview Park - Ballfield 3 (field closest to parking lot):** We are in the process of converting this field to a turf area as it never drained well due to hard clay conditions and wasn't used often. The plans are for the new field to be a turf area for soccer, lacrosse, and more. Currently the field is roped off and will be covered with a turf blanket.
- **Park Restrooms:** All restrooms have been winterized and locked, except the one located in Ridgeview Park by the pool filter building, which is heated.
- **Park Shelters:** All have been pressure washed and cleaned. We have a new custodian that is doing a great job. We hope to keep this cleaning on a regular spring and fall schedule.
- **Park Playgrounds:** Mulch chips have been spread at playgrounds located at Ridgeview Park, North Park, and Rosenwald Community Center.
- **War Memorial Pool – Baby Pool:** Park maintenance will be building a roof over the baby pool this week, weather permitting.
- **Horticulture Project:** A Community Development Block mini-grant has been received to complete some repairs at the Fairview Cemetery located on Port Republic Rd. Staff are working with Tom Carlsson to remove overgrown brush and trees, add handrails, and to perform modifications to the parking.
- **Greenway:** We have been working on the stretch of greenway, coming in from the Loth area, to remove the Japanese knotweed. We've used a variety of treatments in different areas. We've sprayed and reseeded with wild flowers, which are taking hold, and it will be the first fall in introducing native materials to choke out the knotweed. This is a large section walking in off of Loth just past the bench. We intend to plant trees, which will act as a shade canopy. Winter Rye has been planted to cover over the winter months.
- **Christmas Decorations:** Crews have been busy putting up snowflakes and will be moving next to the Christmas tree located at Constitution Park. Garland and reindeer will also go up. We plan to have all up and lit by Christmas Parade night (12/7/19).
- **Christmas-Tree Recycling:** A location will be set up downtown for dropping off Christmas trees. Information will be posted on the City website and on Facebook to notify citizens.
- **Mad Anthony Mud Run:** This popular race is coming up on Saturday, February 29<sup>th</sup>. This will be its 9<sup>th</sup> year.
- **Race Medals:** We have plans for a new theme for the coming year's medals that connect together, which will tie in to other things we do at Parks and Recreation. A hint is that it is a tree related theme. More information to come! We've had a lot of good response and a good group of runners completed all races in order to receive all of the medals. Folks love receiving medals!
- **Emergency Preparedness Plans:** The Emergency Operations Department has tasked us with developing a safety plan for the Rosenwald Community Center. This would include emergencies such as natural disasters, fire, active shooter, and more. We are in the process of putting a plan in place. All doors in the building will

remain locked except for the main doors off the parking lot. Working with staff from Office on Youth, we will be able to better identify folks in the halls.

- **Special Event Fee Schedule:** New pricing will be in place, beginning in 2020, for all events in the City. We work with Public Works and the Police Department for arrangements for trash, power, lighting, and street barricades. The fees have been restructured to try to cover some of these costs associated with events. Fees have not changed drastically.
- **Christmas Parade:** This popular event will take place on Saturday, 12/7/19, at 6:00 pm. The toy convoy will once again be in place. This event is always well attended.
- **North Pole Express:** Last year, we received about 900 letters to Santa. We expect the same or more this year. Each child will receive a customized letter from Santa.
- **Budget Time in the City:** Staff are working on preparing a budget for FY21. This is a two-part process. One is a Capital Improvement Plans (CIP) to capture longer range projects. The other piece is putting together a budget for the day-to-day operations. This should be complete by the end of this year for presentation to the budget committee.
- **Traffic Counters:** Human traffic counters have been placed on the greenway this past August. A vehicle counter was placed in Ridgeview Park. These are digital counters that will be helpful to give us baseline data and will capture a full year. To date, we have learned that Saturday, Sunday, and Thursday are the busiest days. Times of day are included in this data.
- **New Greenway Kiosks:** This winter, we plan to build new kiosks that will hopefully have lighting, maps, rules posted, special event schedule, location, and more. This will replace the existing kiosks made of recycled plastic, that are warped, bee infested, and do not contain any of the above tasks.
- **ADA Accessible Picnic Area:** We plan to add 2 - ADA tables and 2 - regular tables adjacent to the playground at Ridgeview Park. The area will be paved and is not reservable, similar to the gazebo at Ridgeview.
- **Update – North Park Mercury Project:** This project is moving forward for the greenway to be up on the berm, as we discussed previously. They are close to finishing project. However, there is no firm time frame. We are anticipating early 2020.
- **South River Preserve (Constitution Park):** We are planning a Press Release this Monday. We're under contract, PO in place, and good scope of work. Not much will be done by the end of the year. However, we want folks to know where we are with a preliminary timeline and to introduce the Anhold Team. We plan to kick off public meetings this January or February.

### Questions/Discussion:

- Ms. McInnis inquired about the location plans for the Science Museum. Mr. Jones stated that it will be on City property and the most appropriate location would be the Arch Avenue parking lot.
- Ms. McInnis asked how the Farmer's Market current location would be impacted. Mr. Jones stated that the Farmer's Market people would be included in the upcoming meetings to determine what route to take. The museum may be an option.
- Ms. McInnis inquired as to the location for a splash pad that was discussed previously. Mr. Jones stated that it would replace the baby pool located at Ridgeview Park War Memorial Pool. This would be a 2024 project, at best, and would cost approximately \$375,000.00.
- Ms. Ownby inquired on the conclusion of the findings from the camera placed on the exterior side of the restrooms at North Park. Mr. Jones stated that, since the camera was placed over a three week period, nothing was stolen. This could have been a Halloween prank.
- Mr. Williams inquired if there are plans for mile markers and/or locations along the greenway. Mr. Jones stated that plans for the new kiosks will map locations properly. This will help with those that are out-of-town and don't know the area and for emergencies. The plans are still in process.
- Ms. Ownby inquired about the scientists that were at Basic Park recently and if the findings had been returned. Mr. Jones stated that we do not receive findings from the South River Science Team. Scientists were there testing fish tissue for mercury and used Basic Park for entry. However, the information should be available on their website.

Meeting was adjourned.

Respectfully submitted,

Sherrie English

## **DWAYNE JONES**

### **Special Project Updates:**

- FY21 Budget Submission
- Basic Soccer Complex Update

## **MIKE ALLEN**

### **Parks Maintenance Supervisor:**

- The Rosenwald Community Center gym project is coming along very nicely and is in the final stages of completion. If the weather stays nice, it should be painted and finished the week of January 27<sup>th</sup>.
- Preparations have begun for the Mad Anthony Mud Run at Coyner Springs Park in February.
- Three bid requests have been sent out to contractors for heating and air work to be done in rooms 2 & 3 at Rosenwald Community Center.
- The split rail fence has been removed on the Westwood side of Ridgeview Park and post and half rounds are being installed soon.
- The split rail fencing at the baseball parking lot at Ridgeview will be taken out soon and new post and half rounds will be installed there also.
- The bathrooms at Ridgeview Park are getting a fresh coat of paint.

## **NATHAN ALMARODE**

### **Athletic/Aquatic Coordinator:**

#### **Athletics:**

- Prep for volleyball season (Co-Ed) - scheduling, refs, marketing, equipment, communicate with schools, etc.
- Prep for SOCA season to begin – scheduling, marketing, moving equipment, field readiness, etc.
- Prep for WYBS season to begin- scheduling, marketing, field readiness, etc.

#### **Aquatics:**

- Submit hire paper work for all 3 positions (Attendant, Lifeguard, Asst. Manager)
- Revamp swim lessons to meet needs of all ages and skill level
- Upgrade cleaning storage, integrate new POS iPad system, and concession stand items (Coke, Mars, other snack items)

#### **Fitness**

- Oversee Get Fit program
  - Newsletters and announcements
  - Reviewing, logging, counting, and submitting points
  - Collect/ obtain and deliver rewards
- Oversee Fitness classes
  - Scheduling
  - Registration
  - Payment
  - Equipment

#### **Other:**

- Receive race/event duties and work on them as assigned
  - Mad Anthony Mud Run- Volunteers and food items for after race
  - Mad Anthony Mud Run- Manage Start/Finish line, manage volunteers, race times and results
  - Walk/Bike to work day- market and promote day of event

**STEPHEN BLACK**

**Horticulturist:**

- General landscape maintenance at all city buildings, annual beds, and park beds including weeding, spraying, trimming, and mulching.
- Continued to respond to citizens’ requests for tree maintenance and work with public works and tree care companies to complete required tree maintenance.
- I have continued to assist Tom Carlsson with having trees pruned and some overgrown shrubs and trees removed from Fairview Cemetery.
- We assisted with the Christmas parade preparation and event.
- The snowflake lights in the trees at City Hall and other Christmas decorations were removed in early January. Public works helped with the snowflake lights.
- The live tree recycling drop-off area was set up downtown. It will remain until the end of January.
- A new irrigation zone was added to the Serenity Garden where we are creating a new planting bed for annual displays.
- Turf blankets were installed on the soccer fields at Ridgeview Park.
- Budget requests for horticulture and park maintenance, for the upcoming year, have been completed and submitted.
- I have placed the order for our baskets, which we will plant the first week of April.
- Our Tree City USA application has been completed and submitted to the Arbor Day Foundation.
- We have submitted a grant application to the Department of Forestry for trees to be planted along streets and in the parks.
- We have assisted with snow/ice removal on sidewalks around city buildings.

Plans for the upcoming Month:

- Continue with general landscape maintenance tasks (weeding, pruning, cutting back, cleaning up and mulching.)
- Continue handling citizens’ tree care requests (tree evaluations, price quote requests, etc.)
- Continue cleaning up perennial beds
- Develop a landscape maintenance contract for the Serenity Garden.
- Update our contracts and obtain new price quotes for the mowing of street medians
- Update our landscape maintenance contract for the landscape downtown from Race Ave. to the Main Street Bridge.
- Continue with Arbor Day preparations
- Create new landscape plans to revitalize a few small perennial beds around town.
- Complete job postings for our seasonal ground workers.

**AMANDA REEVE**

**Event Coordinator:**

- Mad Anthony Mud Run – February 29, 2020
  - The Mad Anthony Mud Run registration and promotions are in full swing. The race is just over a month away. Registration is steady and we have made some exciting changes to the event layout.
  - Parks staff are working hard preparing obstacles and working on a new obstacle placement.
  - Work to secure vendors and volunteers is wrapping up.
- Park to Park Half Marathon – April 25, 2020
  - Promoting registration via e-blasts and social media
  - Working with local sponsors to partner for the event
  - Creating posters and distributing throughout the community
  - Starting to organize volunteer groups for the event
  - Contracting with a new band for the after-party in 2020
- Other 2020 RTV info
  - All 5 races for the RTV season 2020 are open!
  - The 6<sup>th</sup> race, the Kids Mud Run, will open in February.
  - New for 2020... easier packet pickup procedures that will be quicker for both staff and participants.
  - We introduced a new bundle package that allows runners to register for all core 4 races at once. This could potentially increase the number of runners who complete the whole series.
- Parks and Recreation Promotions
  - COW citywide mailers for 2020 are setup with our vendor and combine info from the Library, Public Works, Tourism, and Parks and Recreation.
  - Looking at ways to change up the quarterly newsletter/program guide put out by Parks and Recreation.

## **SUSAN ROBERTS**

### **Rosenwald/Special Events:**

- Close to 1,000 local children received a response to the letter they wrote Santa Claus through the North Pole mail. It started out very slow, but the mail was heavy the last couple of weeks and we ended up with the highest response rate to-date.
- Christmas Parade: Thanks to awesome staff (P&R, police, and public works), volunteers, good weather, a large number of parade participants, and lots of Christmas spirit (as seen by the many, many toys that were cheerfully donated to the Toy Convoy) the parade was a success. It was a true community effort and nice to see so many involved to make it happen.
- Elves Workshop was held on Saturday, December 14, to provide ‘elf’ activities to participants, while giving parents a chance to get some holiday errands done. Lots of Christmas crafts and goodies were made throughout the day.
- Non-Parks and Recreation Special Event Applications have been steadily coming in for 2020. New rates were introduced this year to try to cover a portion of the expenses, based on the various requests of the applicants. There has been very little resistance, as most understand that there are costs associated with items they need for their events and they are willing to help with some of that. Once the applications are submitted, they are sent to other city departments for feedback and then approved.

- Rosenwald room use requests/agreements were renewed for the upcoming year.
- 2020 special event planning for all events is in full swing. The process of finding food vendors, entertainers, sponsors, and volunteers has begun!
- Petpawlooza will be held on April 18th this year. We are having a planning meeting on Tuesday, 1/28, at 6pm, if anyone would like to help with the planning committee.
- Groovin': All 9 bands are booked for June and July.
- Block Party: To make this a true community event, it is important to have community volunteers involved in the planning/implementation. The first meeting for this will be Thursday, 1/23. All are welcome.
- Trips: 3 trips are now open for registration: Cherry Blossom (April 4), Tangier Island (May 16), and Inner Harbor (June 20)

**STEPHANIE SELTZER**

**Project Manager:**

**Events**

- Shenandoah Valley Plant Symposium (3/20/20)
  - We currently have 94 people registered for the event. Normally total registration for the event ranges from 200-250. This year we will cap registration at 220 due to space constraints of the venue.
  - Working with caterer to develop the menu.

**Projects**

- Traffic Counters
  - **Average Daily Traffic** is summarized below for all existing data:

Year	Site	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	ADT†	ADT†x365	Days with data
2019	GW_ LothSpgs <sup>D</sup>								5,149*	4,681	2,812	2,530	2,424	106.879	39,011	132
	GW_Port <sup>D</sup>								47*	2,996	2,928	2,012	1,850	77.714	28,366	126
	Ridgeview <sup>D</sup>								12,338*	12,447	10,448	5,090	4,487	270.349	98,677	126
2020	GW_ LothSpgs <sup>D</sup>	3,229*												104.154	38,120	13
	GW_Port <sup>D</sup>	2,485*												80.154	29,336	13
	Ridgeview <sup>D</sup>	5,046*												162.769	59,574	13

ADT† = Average Daily Traffic  
 \* = based upon that month's ADT [Learn more](#) Indicates months with less than 6 days of data.  
<sup>D</sup> = divide by 2 applied [Learn more](#)

- South River Preserve
  - Anhold has begun preliminary work on the design, gathering pertinent background information and making site visits to collect information on the river and existing flora.
  - 11/25/19 - Hosted press release event introducing Anhold Associates. NBC29 attended and posted a piece about the project. After event, we developed a schedule for the kickoff meeting/walk through, stakeholder meetings and the public meeting.
    - December 11, 2019: 9am; Kickoff/Walkthrough (On-site)
    - January 28-30, 2020: 6-8pm; Stakeholder Meetings (Library)
    - April 16, 2020; 6pm: Public Meeting (Library)
  - 12/11/19 - Met with Anhold team on-site to discuss preliminary ideas, concerns, plans, etc. There was also some discussion of initial data collection and approaches to bird habitat restoration specific to the site.
  - 1/13/20 - Emailed invitations to 3 identified stakeholder groups; River Special Interest (fishing, paddling, birding, etc.), Events/Recreation (special event organizers, sports, etc.),

and Downtown District (merchants, arts, education). These meetings will target each group's individual ideas/concerns for the park and help guide the design. Later the public input will be used to further refine the design.

- **Sunset Park**
  - 12/13/19 - Met with Kira (planning) and Zach from Appalachian Conservation Corp. about establishing bike trails in the park. Talked about work that has been done and where we would like for it to go.
  - 12/18/19 - Met with LDPA and Wiley Wilson. Discussed design plans and the need to re-establish a schedule and budget for the remaining design work. The goal is to have completed documents in late spring so the project can go out to bid later this year.
  
- **Support to Partners - Shenandoah River Watershed Grant Update**
  - In September we applied for a grant to build a boat ramp and fishing piers with ADA accommodations at Basic Park. The expected award date was December 31.
  - 12/19/19 - I met with representatives on the selection committee. We discussed future plans for the park in terms of the soccer complex and greenway, looked at proposed locations for the piers and boat ramp, and explored the rest of the river bank. They expressed interest in the project and thought it would be great to help promote youth fishing but were unsure of the locations selected. They want to work with us to develop the idea more and come up with a better fishing platform, which could stand up to the changing river conditions.
  - Awards are expected to be announced on January 17 but, based on the feedback received at the meeting, we will not get an award this year. They will hold the application and work with us this coming year to create a plan for funding next grant cycle.
  
- **South River Greenway Phase 2B**
  - McCormick Taylor performed a review of the AECOM plan for mercury remediation in North Park to ensure that the work they do will be compatible with the requirements for greenway construction. This should save on construction costs for the greenway when that phase is reached.
  - Currently we are waiting on a Notice to Proceed from VDOT so McCormick Taylor can proceed with Right of Way work which entails securing the easements from the remaining property holders.